



Pasco School District's Highly Capable Program

1215 W. Lewis St. | Pasco, WA 99301

Phone: 509-543-6700 | HiCap@psd1.org

How to Submit an Appeal

To request an appeal, send your completed form and any supporting documents to the Director of Curriculum and Professional Development:

By Email:

HiCap@psd1.org

By Mail or In Person:

Pasco School District
Director of Curriculum and Professional Development
1215 W. Lewis Street
Pasco, WA 99301

You must submit your appeal and supporting documents within **10 business days** of receiving the decision from the Multidisciplinary Selection Committee (MSC).

Once your appeal is received, the Director will ask the MSC to review your request and any new information you provide. The committee will make a final decision within **10 business days**, and you will receive that decision in writing.

Please note: If your child is not found eligible this year, you may refer them again next school year during the referral period.

Appeal Form

Reason for Appeal

(Check all that apply):

- A mistake may have caused the evaluation data to be misunderstood
(For example, an incorrect birthdate or grade level was used when scoring.)
- The identification process may not have been applied fairly
(For example, your child is still learning English, and this may have affected results.)
- A serious, short-term situation may have affected test performance
(For example, your child was ill or had a traumatic experience right before testing.)



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Please explain your reason(s) for the appeal below:

(Use this space to describe what happened and why you believe the decision should be reviewed. Attach any documents that support your appeal.)

Today's Date	
Student's Name	
Current School	
Grade Level	
Mailing Address	
City, State, Zip Code	
Parent Signature	